



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

Opening Date: December 11, 2014
Job Title: Civil Assistant
PIN: 059277
Location: Circuit Court for Carroll County
Westminster, Maryland
Closing Date: December 29, 2014
Position Type: Regular Full Time
FLSA Status: Non-Exempt
Grade/Salary: J06 \$30,761 - \$36,447
(Depending on Qualifications)
Financial Disclosure: No

Regular State employees subject to promotion/demotion policy

Essential Functions: Works in all areas of the Civil Department. Assists the public, attorneys and co-workers in person and on the phone by providing information and access to case files. Distributes forms, reviews and accepts or rejects and prioritize filings. Makes certified and regular copies and collects appropriate fees. Copies blank forms and stocks supplies. Processes mail by identifying, prioritizing and date stamping pleadings and documents. Assures there are appropriate fees and certifications or promptly returns documents. Operates postage machine and delivers outgoing mail to post box. Opens new cases by identifying case type, preparing case file, entering parties and pleadings by using proper codes in the Uniform Case Management System. Issues summons and notices and mail to proper parties. Verifies co-workers data entry and accuracy of information and prepares cases for review by court and/or customers.

Education: High School Diploma or GED.

Experience: A minimum of one year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information; set priorities and simultaneously process multiple duties and responsibilities. Ability to apply job-related codes, policies, procedures, rules, regulations and laws as required. Knowledge and ability to apply job-related terminology. Ability to work efficiently within considerable time constraints. Ability to operate a personal computer. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Circuit Court for Carroll County
Hon. Donald Sealing, II, Clerk of the Circuit Court
55 North Court Street, Room G-8
Westminster, Maryland 21157

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.